



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST

\$2,817 - \$4,579

COMMUNITY PROGRAMS AND POLICY INITIATIVES

SACRAMENTO

Limited Term – 9 months*

RESPONSIBILITIES:

The California Department of Insurance seeks an energetic, motivated candidate for the position of Staff Services Analyst. The incumbent will perform work in a wide variety of consultative and analytical assignments. The incumbent will also assist in the analysis, coordination and administration of various branch programs of the Community Programs and Policy Initiatives Branch, including 1) the COIN (California Organized Investment Network) Program that allows for insurers to invest in programs that benefit California's low-to-moderate income people, rural areas, and green investments, (2) the Insurance Diversity Initiative, which encourages insurers to diversify corporate governing boards and increase opportunities for diverse suppliers; (3) the Low Cost Automobile Insurance Program, as well as priority programs and initiatives of the Insurance Commissioner. Additionally, this position will require research and the use of independent judgment and discretion to interpret and apply statutes, regulations, and policies to specific situations.

DESIRABLE QUALIFICATIONS:

- Experience working with diverse and/or underserved communities
- Experience in program and project coordination, event planning, and/or public relations strategy
- Excellent writing and verbal communication skills
- Knowledge of the insurance industry, California insurance law, and the Department's operations and mission
- Ability to use sound judgment and exercise a high degree of initiative
- Analyze data and express ideas and information clearly, accurately, and in an organized manner
- Develop effective working relationships with all levels of staff
- Negotiate complex, controversial, or sensitive matters under stressful conditions
- Independently handle multiple priorities and tight deadlines effectively
- Experience with data collection, research, and/or policy analysis
- Strong demonstrated teamwork skills with a myriad of individuals from various backgrounds.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments

2/27/14 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

***This position is limited term for nine (9) months - may become permanent**

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STAFF SERVICES ANALYST, PSN # 413-181-5157-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or email – Nicole.Terrell@insurance.ca.gov

FINAL FILING DATE: Wednesday, March 12, 2014

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

2/27/14 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
